



## Workshop for American Recovery and Reinvestment Act (ARRA) Stimulus Funding for Wastewater Improvement Projects

In order to comply with federal reporting requirements of ARRA and to ensure that all projects are executed in a timely and accurate manner, LDEQ is offering a workshop in 4 locations around the state. As a recipient of LDEQ Stimulus Funds under ARRA, a representative from your municipality and your consultant engineer are **REQUIRED** to attend one of the workshops. Topics to be discussed at these workshops will be reporting requirements, requisitioning, and loan-closing procedures.

**CROWLEY** – Tuesday, September 22 from 10 am – 11:30 am

Wells Fargo Building, Corner of Parkerson and First Street

**BATON ROUGE** – Thursday, September 24 from 10 am – 11:30 am

DEQ Headquarters, Galvez Building, Pensacola Room, 602 North 5<sup>th</sup> Street

**NATCHITOCHES** – Tuesday, September 29 from 1pm – 2:30 pm

Natchitoches Arts Center, 716 Second Street

**WEST MONROE** – Wednesday, September 30 from 9:30 am – 11 am

West Monroe Town Hall, 2305 North 7<sup>th</sup> Street

RSVP your preferred meeting by Wednesday, September 16, 2009. Contact Diane Snyder by phone at 225-219-3863 or by e-mail at [Diane.Snyder@la.gov](mailto:Diane.Snyder@la.gov).

**LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY**  
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# Agenda

- Welcome and Introductions
- Reporting
- Auditing and Inspection
- Requisitioning
- Electronic Funds Transfer
- Loan Closing



# Welcome and Introductions

- Bijan Sharafkhani (Bijan.Sharafkhani@la.gov)
- Jonathan McFarland (Jonathan.McFarland@la.gov)
- Tom Griggs (Tom.Griggs@la.gov)
- Karyn Andrews (Karyn.Andrews@la.gov)
- Diane Snyder (Diane.Snyder@la.gov)
- Steven Sommers (Steven.Sommers@la.gov)





# Reporting

- Jobs Created § 1512
- Davis Bacon
- Buy American



# Jobs Created §1512

- No later than 5 days after the end of each calendar quarter, each recipient that received ARRA funds, must submit a “Job Reporting” spreadsheet that indicates the following:
  - Project Number
  - Project Name
  - Contract Number
  - Contract Name
  - Contract Start Date
  - List of Job Titles / Trades
  - Quarterly Hours Worked



# Jobs Created § 1512

- If there are jobs created, then a brief description of the types of jobs created and a narrative description of the employment impact resulting using ARRA funds must be provided.
- For your convenience, DEQ has developed a template that can be found at <http://www.deq.louisiana.gov/portal/tabid/2988/Default.aspx> or by contacting DEQ staff members.





# Jobs Created § 1512

Job reporting [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

C16

1	Project Number:		Project Name:																
2	Contract Number:		Contract Name:																
3	Contract Start Date:																		
4																			
5	Signature of Preparer:																		
6	Printed Name of Preparer:																		
7	Title of Preparer:																		
8	Date:																		
9																			
10																			
11	Cumulative FTEs by quarter:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12																			
13		Annual Hours Worked	Hours Worked Quarter ending 31-Dec-09	Hours Worked Quarter ending 31-Mar-10	Hours Worked Quarter ending 30-Jun-10	Hours Worked Quarter ending 30-Sep-10	Hours Worked Quarter ending 31-Dec-10	Hours Worked Quarter ending 31-Mar-11	Hours Worked Quarter ending 30-Jun-11	Hours Worked Quarter ending 30-Sep-11	Hours Worked Quarter ending 31-Dec-11	Hours Worked Quarter ending 31-Mar-12							
14	Job Title / Trade																		
15																			
16																			
17																			
18																			
19																			
20																			
21																			
22																			

Ready



# Jobs Created § 1512

- Definitions
  - Jobs Created
    - A new position created and filled.
    - An existing unfilled position that is filled.
    - A position as a result of the Recovery Act.
  - Jobs Retained
    - An existing position that would not have continued to be filled if not for the Recovery Act.





# Jobs Created § 1512

- Calculating Jobs Created / Retained
  - Number of jobs should be expressed in terms of “Full-Time Equivalents” (FTE’s).
    - Number of FTE’s = 
$$\frac{\text{Total hours worked in jobs created / retained}}{\text{Number of hours in a full-time schedule}}$$
  - Based on the contractor / sub-contractor’s normal definition of full-time.
  - A traditional 40 hour per week full-time schedule assumes:
    - 2,080 work hours per year
    - 520 work hours per quarter



# Jobs Created § 1512

- FTE estimates must be reported cumulatively each calendar quarter for the project lifecycle.
- Jobs that count vs. those that don't in calculating FTE's:
  - Jobs that count:
    - Crane operator constructing the project
    - Equipment manager maintaining equipment used for the project
    - Engineer and architect designing the project
    - Project manager supervising the project
    - Inspectors reviewing the project
  - Jobs that don't count:
    - Worker manufacturing steel for the project
    - Salesman selling construction equipment
    - Attorney preparing contract language
    - Restaurant worker selling lunch
    - Clerical staff preparing reports





# Davis-Bacon

- Laborers and mechanics working on ARRA funded projects shall be paid at rates not less than those prevailing on projects of character similar in the locality.
- Applies to the entire project if any portion receives ARRA funding.
- Department of Labor (DOL) establishes prevailing wages for different work functions.
  - Current wage rates can be found on <http://www.wdol.gov/dba.aspx#0>
- If a wage rate is not available, assistance recipient must request a wage determination.
  - State submits a Standard Form 308 to DOL
  - DOL takes at least 30 days to process wage determination requests.





# Davis-Bacon

- Wage determinations must be obtained prior to bid opening.
- States must check the Davis-Bacon wage rates, compare it to their own prevailing wage laws and use the higher wage rates.
- Louisiana does not have a state prevailing wage law, therefore the Davis-Bacon wage rates will apply.
- Davis-Bacon information must be reported by contractors and subcontractors using weekly certified payroll records.
  - Statement of compliance with Davis-Bacon must also be signed and submitted by the contractor or subcontractor with the weekly payroll records.



# Davis-Bacon

- Payroll records should be reported to the municipality and kept with ARRA documentation. These records will be reviewed during on-site inspections.
- Each municipality must periodically interview a sufficient number of employees entitled to Davis-Bacon wages to verify that contractors or subcontractors are paying the appropriate wage rates.
  - Interviews must be conducted in confidence.
  - Standard Form 1445 or equivalent documentation must be used during the interviews.





# Davis-Bacon

- Davis-Bacon Interviews
  - A minimum of two interviews must take place.
  - Interviews must be conducted within two weeks of each contractor or subcontractor's submission of initial payroll data and two weeks before the estimated completion date of the contract.
- Davis-Bacon Posters
  - Contractors, subcontractors and vendors must display the Davis-Bacon wage rate posters at all job sites.
  - Posters being displayed will be checked during on-site inspections.





# Buy American

- Must solicit bids for construction with American made iron, steel and manufactured goods.
- Buy American applies only to contracts funded with ARRA funds
- Auditable information must be collected from the prime contractors, subcontractors, vendor and suppliers and sent to DEQ. Payment requests will only be fulfilled when this information is obtained by DEQ.



# Buy American

- Examples of auditable information may include:
  - Invoices
  - Bill of lading
  - Shipping manifests
  - Country of origin marking and labeling
  - Cut sheets
  - Photographs of serial numbers
  - Certifications



# Auditing and Inspection

- Office of Inspector General (OIG) is charged with governance over EPA, states and assistance recipients on how the ARRA funds are being used.
- ARRA documents and information should be kept for at least 3 years, in the event of an OIG audit.





# Payment Request Forms

- RF-105 - Payment Request Form
  - Form used to request a payment.
- RF-107 – Re-budget Request Form
  - Form used to request changes in the amounts of individual line items of a loan, not the total amount of the loan. Also, a reason must be stated on the form if requesting re-budgeting.
- All forms can be found at <http://www.deq.louisiana.gov/portal/tabid/2988/Default.aspx>



# Requisitioning

- A payment request form (Form RF-105) is required and must be properly completed each time a request is made, with all signatures.
- If the budgeted amount is different from what is requested, a loan re-budget form must be completed (Form RF-107).



# Payment Requisitions

- Submit request Form RF-105 with proper signatures along with two complete sets of supporting documents (invoices, etc.).
- Submit coversheet/breakdown of expenses per line item (see sample)
- In the case of multiple construction contracts, a second requisition form (Form RF-105) is required.





# Electronic Funds Transfer

- Payments can be EFT deposited. The required form must be completed, which can be found at: <http://www.doa.louisiana.gov/OSRAP/EFTforWebsite.pdf>
- DEQ does not generate checks and by using EFT transactions, it will expedite the payment of funds in a more timely manner.



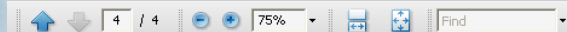
# Electronic Funds Transfer Enrollment Form

na.gov/OSRAP/EFTforWebsite.pdf - Microsoft Internet Explorer

Help



isiana.gov/OSRAP/EFTforWebsite.pdf



## ELECTRONIC FUNDS TRANSFER ENROLLMENT FORM

\* Please review instructions before completing this form. Please print or type.  
\* Please attach a copy of a voided check, deposit slip, or bank statement.

Vendor Name: _____		Please Check One: <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change	
Vendor Address: _____		For OSRAP use only.	
Vendor FEIN/SSN: _____		Location Code: ____	
ACH Routing Number: _____	Circle C for Checking or S for Savings Check/Savings Ind: C or S	Bank Account Number: _____	
Bank ACCT DESCR: _____			
Bank Name: _____		Bank Address: _____	
Bank Address: _____		Bank Address: _____	
City: _____ State: ____ ZIP _____		Bank Telephone Number: (____) ____ - ____ Ext _____	

By completing the information listed above, I hereby authorize the State of Louisiana, Division of Administration and their designees (*State*) to initiate ACH credit entries to the financial institution account listed as requested by the individual or organization above (Vendor) for payment of goods and services received. This authorization is to remain in full effect until such time as the *State* is notified in writing by the vendor. This notification must include such time and be in such a manner as to afford reasonable time for the *State* to act on it. I certify that I am authorized to complete the information listed above in the unshaded areas on behalf of the individual or organization named above and resolve issues related to enrollment. The information presented above is true and correct for the individual or organization named above. I understand that by utilizing the State's EFT payment process, I will no longer receive remittance advices from the State of Louisiana for payments issued. I am instead to contact my financial institution for remittance information and I am utilizing a financial institution which has the capability to receive such information. I am solely responsible for any fees assessed by my financial institution for their services. The *State* reserves the right to issue a check for payment when the situation warrants. I agree to notify the *State* of changes to the information listed on this form immediately. Failure to provide the *State* with correct information or failure to notify the *State* of changes to bank and/or account information will result in the Vendor bearing sole liability for lost and/or misdirected payments.

Vendor's Authorized Signature: _____	Print Name: _____
Title: _____	Date: ____/____/____ Phone #: (____) ____ - ____ ext _____
<b>FINANCIAL INSTITUTION:</b>	
I confirm that the routing and account information listed above is correct and our financial institution has the ability to receive ACH credit files and remittance information electronically.	
Name: _____	Date: _____ Title: _____ Phone #: _____

Send completed form to DOA-OSRAP EFT Section at P.O. Box 94095, Baton Rouge, LA 70804-9095 or fax form to (225) 342-0964

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# Loan Closing

- Once bids are opened and confirmation has been received by DEQ engineers.
- DEQ has received first Requisition Form
- DEQ will contact the municipality to schedule a closing date.
- Projects must be under contract by February 17, 2010.







# Questions

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# DEQ Contacts

- DEQ Payment Analyst
  - Diane Snyder
    - Ph (225)219-3894
    - [diane.snyder@la.gov](mailto:diane.snyder@la.gov)
- Loan Contacts
  - Karyn Andrews
    - Ph (225) 219-3886
    - [karyn.andrews@la.gov](mailto:karyn.andrews@la.gov)
  - Steven Sommers
    - Ph (225) 219-3889
    - [steven.sommers@la.gov](mailto:steven.sommers@la.gov)
- DEQ Engineer
  - Jonathan McFarland
    - Ph (225) 219-3956
    - [jonathan.mcfarland@la.gov](mailto:jonathan.mcfarland@la.gov)